

EIGHTY-FIFTH
ANNUAL REPORT

MECHANICS'
INSTITUTE

SAN FRANCISCO
CALIFORNIA

NINETEEN HUNDRED
FORTY



MECHANICS' INSTITUTE
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Year Ending February 29, 1940

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Eighty-fifth Annual Report

of the

MECHANICS' INSTITUTE

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for the

Year Ending February 29, 1940

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Mechanics'-Mercantile Library

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Reference Librarian.....DORIS CANTOU
Cataloguer.....ALICE V. WRIGHT
Chief, Circulation Department.....HELEN D. BRYANT

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Evening Assistants

VICTOR ROMAIN	CECILIA DONOGHUE
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MECHANICS' INSTITUTE

Mechanics'-Mercantile Library

Mechanics' Institute Chess and Checker Club

57 Post Street

San Francisco, California

The Library now contains nearly one hundred and forty thousand volumes.

Special attention is given to the division of technology.

Over five hundred periodicals and newspapers are on file.

A chess and checker room is maintained, where smoking is permitted.

Lecture courses are held each season.

Library open daily, 9 a. m. to 10 p. m.

Sunday, 1 p. m. to 5 p. m.

Chess room, daily, 9 a. m. to 10 p. m.

TERMS OF MEMBERSHIP

Entrance Fee	\$ 1.00
Half-yearly Dues (in advance).....	3.00
Life Membership	100.00

Non-residents may use the Library for one month on payment of fifty cents.

A member may introduce a friend (not a resident of the city), who will be allowed the use of the Library rooms for one month.

LIBRARY RULES

Members are entitled to take out four books at a time, provided however, that only two books of new fiction or current magazines marked "One Week Only," whether regular books or extra books, may be out at the same time on one membership. Extra books may be taken out on payment of five cents each.

All new fiction and new magazines may be kept out one week only, and are not renewable. All other circulating books, except where marked "One Week" or "Seven Days," may be kept out two weeks and may be renewed for two weeks longer unless marked "Not Renewable." Renewal notice may be given by mail or telephone (Garfield 1750).

An overdue charge of five cents a day will be made on all one week books, current magazines and books marked "Not Renewable." On other books a charge of two cents a day will be made.

Reservation postals may be left for all circulating books.

PRESIDENT'S REPORT

San Francisco, California, March 7, 1940.

Fellow Members of the Mechanics' Institute:

The Constitution of the Mechanics' Institute directs that the President shall annually make a "written report of the general doings of the Institute, and suggest such means as may seem to him best calculated to promote its prosperity." This is the eighty-fifth annual report of the Mechanics' Institute and is the usual one of library activities and business administration.

Our membership as of February 28, 1939, was 3862 and of February 29, 1940, was 3800, showing a loss of 62 members.

Three thousand four hundred and fifteen volumes were added to our library during the past year, which, after making deductions for those lost and discarded, leaves a library of 139,908 volumes, 2253 more than at this time last year.

At this time it might be interesting to note the gradual decrease in the number of fiction purchased: In 1930—3028 volumes at a cost of \$5336.61; in 1932—2093 volumes at a cost of \$3418.90; in 1934—1544 volumes at a cost of \$2556.83; in 1938—1070 volumes at a cost of \$1674.15; in 1940—1065 volumes at a cost of \$1638.98.

This, in your President's opinion, is a healthy significance for a library such as the Mechanics' Institute is. We do not mean to discourage pleasurable and light reading, but ours is primarily a library of scientific and technical literature and should be enlarged first with such volumes.

It is interesting to note, too, that since the 1906 fire, \$385,812.23 has been expended for books, periodicals, and the binding of new books.

The circulation of books during the year was 181,945, showing a decrease of 7803. This decrease occurred principally during the summer months while the Golden Gate International Exposition was in progress, and was probably due to the unusual entertainment there.

Library receipts were \$21,266.51—\$308.27 greater than the year before. Two life memberships were enrolled at \$100.00 each and one member's dues of \$97.00 was paid in advance.

Rental receipts from the building were \$43,592.86, \$1480.60 less than last year.

The interest on our bonds was \$30,273.14 as against \$30,249.27 of last year. A further amount of \$729.16 was earned on our United States Savings Bonds, which obviously will not be received until these bonds mature.

\$1093.77 was received as interest on moneys we have placed in savings banks for want of other and more suitable investment opportunities. Your Board of Trustees has been depositing the cash receipts in savings banks, hoping that good investment bonds of the character we have so fortunately thus far acquired might again be available. Such prospects, however, are not imminent and the Board may have to seek other character of investment.

Bonds of \$21,000.00 have matured, \$16,000.00 of which were reinvested; \$15,000.00 of this latter amount was invested in United States Savings Bonds.

Interest of \$6145.80 was collected on mortgages receivable accounts, a decrease of \$123.00 due to installment payment, and in addition an amount of \$630.00 was received from the Lick and Atkins Funds, a total of \$6775.80.

Our yearly receipts over our expenditures were \$10,731.68.

We expended for books, binding and periodicals \$9898.04, \$653.35 more than last year.

The total library expenditures were \$58,658.55 as against last year's \$60,244.64. However, last year included an excess of \$1804.52 for insurance paid in advance.

The total building expenditures were \$33,611.85 as against \$31,350.71 last year. This year \$593.36 was added to our payroll account because of enforced union labor demands, and the sum of \$804.25 over the amount paid last year was expended for insurance paid in advance.

There is cash on hand in various banks of \$91,722.99.

Bonds owned are \$643,680.56, par value, carried on our books at a cost of \$681,227.95.

During the year a new linoleum has been laid on the second floor, the walls of the second and third floors have been cleaned by our own force, and the walls of the halls throughout the building and the rest rooms are now in process of reconditioning.

At the annual election of February 27, 1940, Messrs. R. F.

Allen, Joseph M. Cumming, George U. Hind, William Gladstone Merchant, Wynn Meredith, William N. Rolph and Elgin Stoddard were re-elected as Trustees.

It is with considerable pride that we call your attention to the very popular character of our lecture course now in progress and to the splendid attendance at these lectures.

Your Board of Trustees appreciates the efficiency and loyalty of its entire library staff and commends them as such to the membership.

JOSEPH D. HODGEN,
President.

SECRETARY'S REPORT

For the Year Ending February 29, 1940

San Francisco, March 7, 1940.

To the Board of Trustees of the Mechanics' Institute,
San Francisco.

Gentlemen:—

I have the honor to present herewith financial statement of the Mechanics' Institute for the year ending February 29, 1940:

March 1, 1939, Cash on deposit in various banks.....	\$ 74,902.06
Cash in revolving funds.....	450.00

Total Cash	\$ 75,352.06
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RECEIPTS

Mechanics' Institute Building—rent collections from March 1, 1939, to February 29, 1940.....	\$ 43,592.86
Interest, Ernest N. Atkins Memorial Fund....	30.00
Interest, James Lick Fund.....	600.00
Interest, Savings Account	1,093.77
Interest, Mortgages Receivable Accounts.....	6,145.80
Interest, Bonds	30,273.14
Library and General Administration:	
Dues	\$ 18,295.50
Entrance Fees	477.00
Life Memberships	200.00
Books Paid For.....	255.21
Fines and Extra Books.....	2,036.30
Sundry	2.50
	<u>21,266.51</u>

Total Receipts	\$103,002.08
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Received from Investments Accounts:

Bonds Matured	\$ 21,000.00
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Payments on Mortgages Receivable %	1,400.00
	<u>22,400.00</u>

Total Cash Received.....	<u>125,402.08</u>
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\$200,754.14

EXPENDITURES

Mechanics' Institute Building — operating expenses from March 1, 1939, to February 29, 1940:

Pay Roll	\$ 17,120.73
Taxes	8,690.94
Insurance	1,488.96
Heat	725.63
Light and Power	2,581.34
Water	248.01
Window Cleaning	390.00
Supplies	469.68

Repairs	860.31
General Expense	1,004.25
Interest, Lease Deposit	32.00
	<u>\$ 33,611.85</u>

Library and General Administration:	
Books, Binding and Periodicals.\$	9,898.04
General Expense	2,390.08
Insurance	49.34
Legal Expense	250.00
Lectures	729.30
Printing and Stationery.....	508.15
Salaries	25,636.54
Supplies	182.36
Taxes	53.15
Monthly Bulletin	208.77
Rent of Library Rooms.....	18,720.00
Furniture and Equipment.....	32.82
	<u>58,658.55</u>

Total Operating Expense... \$ 92,270.40

Investments Account:	
Post Street Building, Cost Account	\$ 363.83
Bonds Purchased (Par Value). 16,000.00	
Bond Premium Account.....	196.92
Refund, % Lease Deposit.....	200.00
Total	<u>16,760.75</u>
Total Cash paid out.....	\$109,031.15
Cash on hand in various banks, Feb. 29, 1940..	\$ 91,272.99
Cash on hand in contingent funds.....	<u>450.00</u>

Total Cash on hand..... 91,722.99

\$200,754.14

SUMMARY

Cash on hand, March 1, 1939.....	\$ 75,352.06
Total Income	\$103,002.08
Total Expense	<u>92,270.40</u>
Excess Receipts	10,731.68
Received from Investments Accounts.....	<u>22,400.00</u>

\$108,483.74

Less Investments made and deposit returned.. 16,760.75

Cash on hand, February 29, 1940..... \$ 91,722.99

DISTRIBUTION

Cash on hand and in various banks, February 29, 1940	\$ 91,272.99
Cash in revolving funds.....	<u>450.00</u>
Total Cash	<u>\$ 91,722.99</u>

The above figures indicate that the cash receipts (excluding the amounts received and expended for Investment Accounts) were \$10,731.68 in excess of expenditures.

The net amount expended since April 18, 1906, on Books and Periodicals, and binding of new Books has been..\$385,812.23
The amount paid out for construction, equipment, etc., of the Post Street Building has been..... 391,684.30

Insurance is carried as follows:

Books, Furnishings and other contents.....	\$115,000.00
Post Street Building.....	<u>300,000.00</u>

The Resources of the Mechanics' Institute are as follows:

Post Street lot covered by Mechanics' Institute Building.
First Mortgages for \$117,200.00 on San Francisco Real Estate.

Bonds to the par value of \$643,680.56, as follows:

\$150,000.00	San Francisco, Cal., City Hall 5%.
8,100.00	San Francisco, Cal., Municipal Railway 5%.
21,000.00	San Francisco, Cal., Water 4½%.
29,000.00	San Francisco, Cal., Golden Gate Park 3½%.
24,000.00	San Francisco, Cal., Hetch Hetchy Water 4½%.
16,000.00	San Francisco, Cal., Hetch Hetchy Water 5%.
10,000.00	San Francisco, Cal., Hetch Hetchy Water 5¾%.
1,000.00	San Francisco, Cal., Playground 3½%.
7,000.00	San Francisco, Cal., School 4½%.
5,000.00	San Francisco, Cal., Spring Valley 4½%.
1,357.50	Berkeley, Cal., Municipal Improvement 4½%.
1,875.00	Chico, Cal., Municipal Improvement 5%.
3,000.00	Cloverdale, Cal., Municipal Improvement 5%.
74,000.00	East Bay Municipal Utilities 5%.
2,000.00	Exeter, Cal., Union High School District 5%.
2,000.00	Gilroy, Cal., School District 5%.
1,500.00	Hanford, Cal., Municipal Improvement 5%.
10,000.00	Marin, Cal., Municipal Water District 5%.
1,000.00	Merced, Cal., Union High School 6%.
30,000.00	Metropolitan Water District 4%.
4,393.90	Monterey, Cal., Municipal Improvement 5%.
7,000.00	Oakland, Cal., School District 5%.
1,000.00	Oakland, Cal., Municipal Improvement 5½%.
5,000.00	Petaluma, Cal., City High School 6%.
3,000.00	Pittsburg, Cal., Municipal Improvement 5%.
2,500.00	Placerville, Cal., School District 5%.
1,000.00	Richmond, Cal., School District 4½%.
5,000.00	Richmond, Cal., School District 5½%.
5,000.00	Sacramento, Cal., School District 4½%.
3,000.00	Sacramento, Cal., High School District 4½%.
1,125.00	Santa Barbara, Cal., School District 4½%.
1,000.00	Santa Maria, Cal., Union High School District 6%.
10,000.00	Santa Rosa, Cal., Union High School District 5%.
6,000.00	Stockton, Cal., School District 5%.
1,600.00	Visalia, Cal., Municipal Improvement 6%.
1,000.00	Williams, Cal., Municipal Improvement 5½%.
1,000.00	Contra Costa County, Cal., 5%.
15,000.00	Fresno County, Cal., 5%.
5,000.00	Merced County, Cal., 5%.
11,000.00	California State Bldgs. and University Bldgs. 4½%.

32,000.00 California State Harbor 4%.
 3,000.00 California State Highway 4½%.
 54,000.00 California State Highway 4¾%.
 20,000.00 California State Highway 5%.
 5,000.00 California State Highway 5¾%.
 8,000.00 California State University Buildings 4½%.
 11,000.00 California State Veterans' Welfare 4½%.
 23,229.16 United States Savings Bonds (paying 2.9%).
 Cash on hand March 1, 1940, \$91,722.99.
 Books, Furniture and Equipment of the Library.

Respectfully submitted,

JOHN H. WOOD, Secretary.

REPORT OF THE LIBRARIAN

San Francisco, March 7, 1940.

To the President and Board of Trustees, Mechanics' Institute.

Gentlemen: I herewith submit the Eighty-fifth Annual Report of the Library for the year ending February 29, 1940.

Membership

March 1, 1939.....	3,862	
Added—Subscribing	471	
Reinstated	25	496
		<hr/>
		4,358
Withdrawn—Life (deceased)	17	
Subscribing	541	558
		<hr/>
Membership February 29, 1940.....		3,800

During the year nine subscribing members who had paid dues continuously for thirty years were, according to the Constitution, made life members.

The membership is divided as follows:

Honorary	2
Life	555
Subscribing	3,243
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	3,800

Book Accessions

Number of volumes listed March 1, 1939.....	137,655
Added by purchase.....	2,606
Added by binding.....	471
Added by gift.....	338
	<hr/>
	141,070
Less lost, paid for, and discarded.....	1,162
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Number of volumes listed February 28, 1940.....	139,908

Circulation

There were issued for home use 181,945 volumes, an average monthly circulation of 15,162 volumes.

Gifts

4866 unbound items, consisting of pamphlets, serials, and newspapers, were presented to the Library.

Accessions by Classes

	Purchased	Cost	Bound	Cost	Gifts	Total
General Works	43	\$ 158.73	54	\$ 116.80	22	119
Philosophy	74	114.78	4	8.00	3	81
Religion	26	36.43	1	2.00	8	35
Sociology	212	621.82	38	93.65	110	360
Philology	5	6.81			3	8
Science	87	262.47	82	182.10	35	204
Useful Arts	201	561.15	202	473.90	50	453
Fine Arts	158	343.16	43	99.80	16	217
Literature	126	202.54	34	56.80	23	183
Foreign Literature	5	4.55			25	30
Travel	168	364.11	6	12.90	9	183
Biography	207	476.36	1	2.00	4	212
History	228	505.72	6	12.40	5	239
Fiction and Children's Books	1,066	1,640.98			25	1,091
	2,606	\$5,299.61	471	\$1,060.35	338	3,415

Table of Circulation Statistics

General Works	578	Literature	7,796
Philosophy	3,266	Foreign Literature	718
Religion	1,193	Travel	10,867
Sociology	6,553	Biography	12,785
Philology	420	History	8,653
Science	4,546	Fiction	98,892
Useful Arts	8,581	Periodicals	9,745
Fine Arts	7,038	Juvenile	314
			181,945

Fiction 99,103 volumes, 54.47 per cent
 Non-fiction 82,842 volumes, 45.53 per cent

Adult books 181,631 volumes, 99.83 per cent
 Children's books 314 volumes, 00.17 per cent

Respectfully submitted,

MARY O. CARMODY, Librarian.

APPENDIX

Year Ending Feb. 28	Sub- scribing	Membership Life and Honorary	Total	Volumes Library	Circula- tion
1940	3,243	555	3,800	139,908	181,945
1939	3,299	563	3,862	137,655	189,748
1938	3,296	562	3,858	135,463	192,507
1937	3,404	570	3,974	132,273	197,969
1936	3,407	590	3,997	130,355	212,344
1935	3,312	598	3,910	127,815	220,372
1934	3,290	604	3,896	124,425	230,545
1933	3,517	649	4,166	121,666	250,140
1932	3,835	664	4,499	118,928	254,205
1931	3,878	666	4,546	114,347	237,974
1930	3,748	677	4,425	108,697	208,552
1929	3,657	679	4,336	103,123	176,174
1928	3,789	703	4,492	98,195	165,253
1927	4,032	702	4,734	102,056	161,980
1926	4,030	690	4,723	98,696	164,347
1925	4,170	690	4,860	94,992	169,631
1924	4,356	652	5,008	91,433	172,712
1923	4,317	657	4,974	87,855	172,902
1922	4,160	646	4,806	84,056	175,502
1921	3,842	650	4,492	80,776	150,376
1920	3,408	649	4,057	77,140	128,480
1919	2,994	653	3,647	73,128	101,728
1918	3,135	590	3,725	70,055	118,159
1917	3,144	598	3,742	65,875	132,721
1916	2,982	617	3,599	63,672	127,866
1915	2,862	626	3,488	56,740	131,687
1914	2,709	632	3,341	50,776	125,650
1913	2,855	643	3,498	44,527	118,998
1912	2,660	644	3,304	39,266	110,194
1911	2,385	651	3,036	35,392	88,753
1910	1,717	645	2,362	32,186	71,741
1909	2,034	646	2,680	28,324	83,042
1908	2,120	643	2,763	24,179
1907	2,726	651	3,377	17,850
April 18, 1906	4,150

MECHANICS' INSTITUTE PUBLICATIONS

In Print

Annual Reports, 1907 to date.

List of books on architecture. August, 1913.

List of books on building and building materials. December, 1913.

List of books on electrical engineering. June, 1916.

List of books on petroleum. January, 1917.

List of books on aeronautics and military and naval engineering.
January, 1918.

List of books added, 1914 to date.

List of periodical literature on file in the Mechanics' Institute Li-
brary, 1928. Compiled by Mary O. Carmody.

Seventy-five years of history of the Mechanics' Institute, compiled
by John H. Wood, Secretary, 1930.

